

NOTIFICATION TO COUNTY MAYOR OF COMMITTEE MEETING BY MEMBERS OF MAURY COUNTY COMMISSION

The Budget Committee met on Tuesday, February 9, 2016 at 4:30 p.m., in the Maury County Tom Primm County Commission Room with the following Committee Members present:
DAVIS BURKHALTER, SONNY SHACKELFORD, TOMMY WOLAVER, STEWART PARKER, DONNA COOK, GWYNNE EVANS

OTHERS PRESENT: Gerald Adkison, Ronnie Attkisson, Talvin Barner, Craig Harris, Steve Hazard, Terry Potts, Eric Previti, Ricky Sims, Sue Stephenson, Gary Stovall, Scott Sumners, Mayor Norman, Theresa Weber, Daniel Murphy, and Media.

MINUTES OF MEETING

- I. CALL TO ORDER:**
Chairman of the Commission Shackelford called the meeting to order and took roll call with all Budget Committee members present.
- II. OPENING PRAYER:**
Commissioner Burkhalter offered the opening prayer.
- III. REVIEW & APPROVAL OF MEETING AGENDA:**
Commissioner Burkhalter stated he would like to add one thing to New Business the Heading of Minute taking for the budget committee. Commissioner Burkhalter made a motion to add minute taking to the budget committee agenda. Commissioner Cook seconded. There were no lights. The approval of the amended agenda passes 6-0.
- IV. CHAIRMAN ELECTION:** Vice-Chairman Shackelford turned the meeting over to Chairman of the Administration Committee Commissioner Sumners. Commissioner Sumners opened the floor for nominations of the Chairman position on the Budget Committee. Commissioner Wolaver nominated Davis Burkhalter as Chairman. Commissioner Parker made a motion for nominations to cease. Commissioner Shackelford seconded the motion. Commissioner Sumners called for the vote. Motion carries 6-0 that Commissioner Burkhalter has been appointed Chairman of the Budget Committee by acclamation. Chairman Burkhalter wanted to make a brief statement. Chairman Burkhalter wanted to thank each member of the Budget Committee for showing their confidence in him in being the Chairman. Chairman Burkhalter stated for everyone to bear with him because he was going to make mistakes. Chairman Burkhalter stated that one of his goals was to shorten up the meetings and he stated he has some ideas on how to do that. Chairman Burkhalter stated there are a lot of needs in the County and hopefully the commission can work together with the budget committee to come up with some ideas. Chairman Burkhalter stated he wanted to recognize former Chairman Harris for his work last year on the budget and the hard work that he put in. Chairman Harris wanted to thank the committee members and the commission itself in having confidence in him.

V. **VICE-CHAIRMAN ELECTION:** Chairman Burkhalter opened the floor for nominations of Vice-Chairman of the Budget Committee. Commissioner Parker made a nomination for Commissioner Shackelford to remain as the Vice-Chairman. Commissioner Wolaver made a motion for the nominations to cease. Commissioner Cook seconded the motion. Chairman Burkhalter called for the vote. Motion carries 6-0. Commissioner Shackelford has been appointed as the Vice-Chairman of the Budget Committee by acclamation.

VI. **REVIEW AND APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):** Commissioner Shackelford made a motion to approve. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved 6-0.

VII. **COUNTY MAYOR REPORT :**

County Mayor Norman stated he heard there were some questions about the Building and Zoning Director position. County Mayor Norman read a letter to the commission about his decision to hire Brian Vick who was the Planning and Zoning Director of Mt. Pleasant for the last year and a half. County Mayor Norman stated that Mr. Vick was offered the job because he was the best qualified candidate for this position and to move this department forward. County Mayor Norman stated he interviewed both candidates with an HR Representative present. County Mayor Norman stated he interviewed everyone in the department and several people outside the department and he stated this helped greatly in making his decision. County Mayor Norman stated he is not related to Mr. Vick and he has not seen Mr. Vick since 2004 when he run into him while visiting Mt. Pleasant City Manager Michelle Williams in 2015. County Mayor Norman stated he had worked at the Columbia Fire Department and he worked on a different shift and Mayor Norman stated he never supervised him or never worked with him. Mr. Vick left the Columbia Fire Department in 2004. County Mayor Norman stated if anyone needs more information to why this decision was made you know where his office is and Mayor Norman stated he appreciated everyone's time and he hopes that this hiring will be approved Tuesday at the Full Commission meeting. Commissioner Potts stated he knows Brian Vick, who is very educated in this field and he also has some fire inspector and fire investigator credentials behind him. Commissioner Potts stated while working at Columbia Fire Department he was his supervisor not Mayor Norman. There were no lights.

VIII. **FINANCIAL REPORTS:**

A. **Investment Report-** Director Weber stated the Investment Report begins on page 17 of the packet. The Interest-Year- to Date is \$422,504.05. Director Weber stated it is up \$116,000.00 this year and most of this is due to the bonds the County had. There were no lights.

B. **Sales Tax Report-** Director Weber stated in December it was \$26,636.00. Director Weber stated that everything appears reasonable. Commissioner Cook asked why the Commission didn't have the January numbers. Director Weber stated that sometimes the numbers come in on the 15th of the month and they do not have the numbers yet. There were no lights.

C. 2015/2016 Revenue & Expense Report- Director Weber stated this begins on Page 22 of the packet. Director Weber stated she wanted to point out the revenues for the 101 fund, line item 40110, current property taxes compared to last year is \$662,000.00 less than last year and overall the revenues total year to date have decreased compared to last year which is \$732,606.00 most of which is the property taxes. Director Weber stated she went through the revenues and everything seems reasonable for this year. Chairman Burkhalter stated the \$662,000.00 is because of the 8 ½ cents that was taken out of 101 and Chairman Burkhalter asked if the County had got the transfer from the hospital. Director Weber stated last year one of the payments was earlier and Director Weber stated that \$450,000.00 is correct at this point. There were no lights. Director Weber moved on to the 101 expenditures which is on page 24 of the packet. Director Weber stated that compared to last year the County's deficit with the 101 fund has decreased \$551,596.97 that is to be expected because of the 8 cents that was taken out of the 101 fund. Director Weber stated she wanted to point out that Elections which is 51500 this year is a lot less on the expenditures because there have not been any elections this year. The Data Processing 52600 the County has more money in that because they had a bigger budget this year so they are spending more money. Director Weber moved to the Airport 58220. Director Weber stated you will notice at last year they didn't have anything and this year they are at \$20,000.00. Last year they did not turn in their financial statements in on time therefore their donation wouldn't show up until the end of the year. Director Weber stated they are on target for this year. There were no lights. Director Weber moved on to the 122 Fund. Director Weber stated it starts on page 26 of the packet. The deficit from last year to this year has only gone down \$5,420.00 so that is looking good. The revenues are up \$22,000.00 and the expenditures only went up \$17,000.00. There were no lights Director Weber moved on to the 125 Fund. Director Weber stated year to date surplus in the 125 Fund is \$294,895.58 and this is to be expected. Director Weber stated that part of that on the 91110 is that is where the Yahnali money and the maintenance building is. Director Weber stated that a lot of the maintenance building expenditures is hitting the prior year encumbrances and that is why it is only \$22,000.00. The Fire Hall hasn't spent a lot of money out of that this year and that is why it looks like the surplus is up even though revenues are down from last year. Chairman Burkhalter asked if the County had received the money from the Tile Company in Mt. Pleasant. Director Weber replied not that she knows of. County Mayor Norman stated he had met with Frederico and the plans are supposed to be turned into Jacqueline at Planning and Zoning and once she gets those plans she will give him the bill and hopefully it will be this month. Mayor Norman stated the last time he heard it would be around \$240,000.00. Commissioner Shackelford stated he received an e-mail this afternoon about Market Graphics and they monitor building starts in our area and he stated he was a little surprised that even with Marshall County from a percentage of change Maury County is right at the top of various counties with a 57% increase over the year prior. There were no lights. Director Weber moved on to the 131 Fund. The 131 Fund is on page 28. Director Weber stated the total deficit from last year to this year has increased \$649,853.00. Director Weber stated some of this has to do with the State Aid Program, the Bridge Program revenues being down and expenditures increasing almost a \$1,000,000.00. Director Weber stated she was waiting on money to come in and it should look better after the property taxes come in. Commissioner Sumners

asked Director Weber if she could explain what the problem with the bridge program was. Director Weber stated it is a timing issue. Director Weber stated the money has to be spent first, then request the money and then get it in. Mr. Lukonen stated they are working on a bridge right now and they are finishing up and they will be able to send a reimbursement so they will get funds pretty soon. Commissioner Parker asked Mr. Konz if he knew how much outstanding property taxes remain. Mr. Konz stated that normally the County has 50% of the money in by the end of January and another 40% in February because that is the deadline and 10% go late. There were no lights. Director Weber moved on to the 151 Fund. The 151 Fund is on page 29 of the packet. Director Weber stated this is the one that has got the additional 8 ½ cents. Director Weber stated revenue was up right now by \$489,739.15 because of the \$12,500,000.00 bond and the refunding bond the expenditures are also up \$450,000.00 so that brings the deficit up only \$39,000.00. Director Weber stated that next month she will be paying almost \$9,000,000.00 between principal and interest payments on the debt and that will include Central High School and the new refunding the County will be paying interest for the next two years and the third year is when principal and interest will start being paid. Commissioner Cook asked how many times a years is that debt payment made. Director Weber stated she pays interest twice a year in October and March and the principal payment is due on April 1 and that is paid in March. Director Weber stated the original 2008 bond and the reason she doesn't start paying principal for 2 to 3 years is because Director Weber still has to pay on that bond the way they did the refunding. There were no lights. Director Weber moved on to the 176 fund. Director Weber stated that compared to last year the deficit has gone down \$214,774.94 which Director Weber stated looked reasonable to her. There were no lights. Director Weber moved on to the 189 Fund. Director Weber stated the surplus on this fund compared to last year was up \$374,000.00. Director Weber stated she wanted to point out that they are actually up a lot more because under code 95100 the \$365,600.00 that is an open PO because Purchasing Agent Harlan has ordered half the buses. There were no lights. Director Weber moved on to the 207 Fund. Director Weber stated the deficit for this one compared to last year has decreased \$403,865.14. Director Weber stated she wanted to point out that the Tipping Fees are up \$145,658.00 and they are looking good now that they have gotten their 5 cents back. There were no lights Director Weber moved on to the 261 Fund. Director Weber stated the deficit is up between last year and this year in the amount of \$81,235.50. Director Weber stated she thinks part of this is the revenues have gone down due to not having to repair buses and vehicles. Mr. Lukonen stated that Mr. Bolton had said to him the reason the revenues are down is because of the gas prices. There were no lights.

- D. 2015/2016 Supplemental Report of Expenditures (Attachment)** Director Weber stated at this time through January Director Weber stated she should see the percentages at approximately 57.69%. Director Weber stated she went down to the Register of Deeds and noticed they were at 62.99% and part of that was due to some data processing equipment they purchased and this will eventually come out of the Data Processing reserve account. Director Weber stated under County Buildings 51800 Director Weber stated she noticed their overtime and their rental and contracted services but Director Weber thinks this may have something to do with the Mayor's extra money. They are doing a lot more work. Director Weber moved on to 51900 Other General &

Administrative Director Weber stated this is Kronos and Workman's Comp. came in a little bit higher this year. Director Weber stated they did some re-classing on some tower expenditures. The vehicle insurance was paid up front. Director Weber moved on to 52600, the Data Processing Department. Director Weber stated the Data Processing Services was up and their Data Processing Equipment and that was front loaded on all of the new computers they were allowed to buy. Director Weber moved on to 53600, the District Attorney. Director Weber stated there is a large open PO and Director Weber stated if she didn't include the large open PO they are actually at 52%. Director Weber stated that was the same thing on 54160 Admin-Sexual Offender Registry. If you take out the open PO they are at 45%. Director Weber moved on to the Jail 54210. Director Weber stated they have a lot of open PO's. Director Weber moved on to Forest Service 57300. Director Weber stated the donations is at 100%. Director Weber stated if donations are \$5,000.00 or below it is paid upfront as soon as the budget is passed and if it is over \$5,000.00 it is paid quarterly. Director Weber moved on to Tourism 58110. Director Weber stated they were up a little. Director Weber stated they have an open PO in advertising. Director Weber moved on to 58700 Payments to Cities. Director Weber stated this is what the County has to pay Spring Hill. Director Weber moved on to 91130 Public Safety Projects. Director Weber stated this is what was spent on the Fire Hall before the County owned the land. Commissioner Sumners asked about 51800 the County Buildings. Commissioner Sumners stated that Director Weber stated that was contributed to that if it is in a separate fund for the County Buildings. Director Weber stated they do not have payroll in the 171 fund. Purchasing Agent Harlan stated that Maintenance had a couple of employees who had been out for several weeks and they had some overtime incurred with that and Director Weber stated she would check on that. Chairman Burkhalter stated for Director Weber to talk to these departments and let them know where they are at and make sure they are aware of that. Commissioner Stephenson stated she was looking at 58110 Tourism and she knew that there was an open PO's in advertising and she asked about what else they were over in. Director Weber stated they are over a little in part-time hours. Director Weber stated the rest of the funds all looked reasonable to her. There were no lights.

- E. Cash Report by Budget Director (Attachment)** Director Weber stated this begins on page 44 of the packet. Director Weber asked if there were any questions. There were no lights. Director Weber moved on to Fund balance. Director Weber stated she did this report this morning. Director Weber stated she did change under the 207 Fund down at the bottom where it shows a minus sign under the cash of \$2,795,425.00 that was \$899,979.00. Director Weber stated she changed it because she got a letter from Solid Waste on the post closures and that dropped down to \$873,960.00. There were no lights.

- F. Payroll Report: Overtime Holiday Excess Pay /Comp. Time (See Attached)** Mr. Lukonen stated this is basically the overtime and holiday pay. Mr. Lukonen stated Year to Date the County is about \$35,000.00 less than last year and in the month of January the County spent a little over \$30,000.00. Commissioner Wolaver stated he would like to congratulate the Department Heads in reducing some of this overtime pay. There were no lights. Mr. Lukonen moved on to Comp. Time. Mr. Lukonen stated Maury County has

reduced its liability in the month of January by \$32,789.85. This is actually reduced more than it was last year. Last year it was only reduced by \$28,376.00. The total Comp. Time liability as of January 31, 2016 is \$399,789.76. Chairman Burkhalter asked Mr. Lukonen had the Sheriff's Department gone down and Mr. Lukonen stated yes. There were no lights.

- G. Remaining Building Improvements Funds from 2014 Bond Issue-Mr. Lukonen stated on page 48 of the packet. Mr. Lukonen asked if there were any questions. There were no lights.

IX. Purchasing:

- A. **Completed Bids by Purchasing Agent (Attachment)** Purchasing Agent Harlan asked if anyone had any questions on the Completed Bid schedule. There were no lights.
- B. **Schedule Bid Openings by Purchasing Agent (Attachment)** Purchasing Agent Harlan asked if anyone had any questions on the Schedule Bid Openings. Purchasing Agent Harlan stated on Page 49 of the packet is the Bid Schedule that he stated he went ahead and added the new fire station because they had tentatively set a bid date for March 22 and also for the paving of the Solid Waste Convenience Centers the first week of April. Purchasing Agent Harlan stated he would be glad to answer any questions. There were no lights.
- C. **. Gov-Deals List by Purchasing Agent (Attachment)** Purchasing Agent Harlan stated the Gov. Deals are at the bottom of page and he would be glad to answer any questions. Commissioner Shackelford asked about the 2006 Ford Truck and what Department did it come out of. Purchasing Agent Harlan replied the Highway Department. Purchasing Agent Harlan stated it came out of the Highway Department and if anything is sold and the records show where it is paid for it goes back into that fund. Purchasing Agent Harlan stated that truck had been paid for out of the 131 fund when it was bought new and that is where it went back to. There were no lights.
- D. **Capital Expenditures by Purchasing Agent (Attachment)** Purchasing Agent Harlan stated on page 50 of the packet is capital expenditures. Purchasing Agent Harlan stated he would be glad to answer any questions. Commissioner Previti stated the commission had passed in this past years budget funds for a new microphone system and Commissioner Previti and Commissioner Sumners have been having dialogue back and forth with Mr. Wells in the IT Department. Commissioner Previti stated all of the commission's votes that the system actually records the vendor they were looking at they host the data and they store that backup and the information they received is that they were not going to keep the backup longer than three years and it was going to cost extra to keep it. Purchasing Agent Harlan stated they are still trying to pursue it and hopefully if the County can't come to an agreement they may have to bring the options back and see what they want to do. Purchasing Agent Harlan stated the factor will remain on how long they want to keep it. Purchasing Agent Harlan stated officially you do not have to keep it past

the three years where it would cost the County anything. Commissioner Sumners asked Purchasing Agent Harlan if the current system is being backed up. Purchasing Agent Harlan stated it is being backed up here. Commissioner Sumners asked Purchasing Agent Harlan when he thinks he would have something for the commission. Purchasing Agent Harlan stated he hopes next month. There were no lights.

X. Delegations

XI. Resolutions

- A. Res. No. 02-16-21-** Resolution Amending 2015/2016 Emergency Management Budget. County Attorney Murphy stated he did need to change the resolution. The line item is correct under the actual Now, Therefore Be Resolved. The Haz-Ops in the body should be Emergency Management Hazardous clean up line item that it needed to go in. Commissioner Cook made a motion to Approve. Seconded by Commissioner Evans. Motion Approved 6-0.
- B. Res. No. 02-16-22-**Resolution Approving the Emergency Management Department Hazardous Materials Emergency Planning Grant. Commissioner Shackelford made a motion to Approve. Seconded by Commissioner Cook. There were no lights. Motion Approved 6-0.
- C. Res. No. 02-16-23 –**Resolution Making An Additional Appropriation To Non-Profit Charitable And Civic Organizations of Maury County, Tennessee For the Fiscal Year Beginning July 1, 2015 And Ending June 30, 2016. Commissioner Evans made a motion to Approve. Seconded by Commissioner Cook. Commissioner Wolaver stated he understood the Fire Department needs this money however he questions whether or not to add to the deficit in the middle of the year by voting more money. Chairman Burkhalter asked Chief Hileman if the \$44,000.00 was approved how many air packs would that buy. Chief Hileman stated the plan that he presented to the commission was for five air packs, 15 bottles and 20 sets of firefighting gear. Chief Hileman stated this is all provided together on a 5 year plan. Chairman Burkhalter stated during the regular budgeting process last year they received \$44,000.00. Chief Hileman replied yes. Chief Hileman state they had asked for \$88,000.00 and it was cut down to \$44,000.00. Chief Hileman stated they have not bought any equipment yet for the fact they get this money in quarterly installments and the equipment is expensive to start with and they will not be able to purchase anything until they near the end of the budget cycle. They have started to take some bids on the equipment. Commissioner Previti stated he would like to encourage this committee to pass this because this is necessary safety equipment. Commissioner Potts stated these air packs are on a time limit and they should be provided the equipment. Commissioner Shackelford asked Chief Hileman if this was part of a five year plan. Chief Hileman stated this is a need that is coming in 2019. In 2019 they are going to lose a total of 75 bottles at around \$800.00 apiece. There are currently 30 air packs that are already past the 10 year service life. There are currently 30 in the fleet that are past the 10 year service life. There are 30 in the fleet that are 11

years old and a total of 50 in the next five years will reach the 10 plus years. Chief Hileman stated that most of this equipment was originally purchased with grants. Chief Hileman stated that grants are getting harder to get. Chief Hileman stated in January 2017 they will lose 10 bottles. Commissioner Parker stated he would vote to send this to the full commission because he thinks that everyone should have an input on this but he would like to remind everyone the county has more needs than the County has cash. Commissioner Sumners thanked Chief Hileman for coming up with a plan and he would like to see that plan. Chief Hileman stated he would be happy to share it. Chief Hileman stated it was submitted last year with his budget. Commissioner Stephenson stated she remembered Chief Hileman coming during budget season and asking for \$88,000.00 and it was negotiated for \$44,000.00. Commissioner Stephenson stated there are some things they just do not need to take a whole lot of time debating. Commissioner Stephenson stated in terms of their safety and public safety she thinks the commission needs to move forward on this. Commissioner Adkison stated he wanted to thank Commissioner Parker for wanting to send it to the full commission. There were no lights. Motion passes 5-1 and will be passed on to the full commission.

- D. Res. No. 02-16-24-** Resolution Amending 2015/2016 Sheriff Department Budget Regarding Insurance Recovery on a Vehicle. Commissioner Cook made a motion to Approve. Seconded by Commissioner Evans. There were no lights. All in favor. Motion Approved 6-0.
- E. Res. No. 02-16-25** Resolution Amending the Maury County Library's 2015/2016 Budget. Commissioner Wolaver made a motion to Approve. Seconded by Commissioner Cook. Commissioner Shackelford stated that he would support this but where there is Maintenance of Effort this year going forward in the budget the committee needs to know what those numbers are so the commission want be voting on an additional \$8,000.00 midway through the year. There were no lights. All in favor. Motion Approved 6-0.
- F. Res. No. 02-16-26** Resolution Amending 2015-2016 School General Purpose Budget. Commissioner Shackelford made a motion to Approve. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved 6-0.
- G. Res. No. 02-16-27-**Resolution Approving Acceptance of Employee Health, Dental, Life, Accidental Death and Dismemberment and Long Term Disability Insurance Recommendation. Commissioner Wolaver made a motion to Approve. Seconded by Commissioner Parker. Commissioner Evans asked HR Director Dana Gibson if she had any idea of how many people may be interested in paying for the family coverage. HR Director Gibson stated currently there are 18 people who have some type of dependent coverage. HR Director Gibson stated Maury County does not have anyone that has family coverage. Commissioner Evans stated he would like to pass this and send it on to the full commission. Commissioner Evans stated he would like to see the County do the 40% and have more numbers by Tuesday. Commissioner Evans made an amendment to the motion to increase this where the County will be paying 40% of the dependents

health care. Commissioner Shackelford seconded the motion. Commissioner Wolaver asked HR Director Gibson if this insurance proposal would save the County about \$400,000.00. Commissioner Wolaver stated in his opinion that \$400,000.00 needs to go in a raise to all Maury County employees not just those that need dependent insurance. Commissioner Wolaver stated he encouraged this commission last year to pass a tax increase so that Maury County could give its employees a raise. This year instead of taking \$400,000.00 to buy insurance Maury County needs to put that \$400,000.00 in a raise for all of Maury County employees. Commissioner Shackelford feels the dependent coverage could help attract some younger employees for Maury County. HR Director Gibson stated the total savings was \$400,934.00 just in the health insurance. There was a savings in \$7,000.00 on the life and long term disability. Commissioner Hazard stated if this makes it to the full commission he would support the 40% for all county employees plus the raise. Commissioner Potts stated Maury County is not just losing employees Maury County is losing valuable experience. Commissioner Harris asked where County employees were getting their dependent coverage. HR Director Gibson stated it would depend on where that spouse may work. Commissioner Harris asked HR Director Gibson once you offer dependent coverage can Maury County by law take it away. HR Director Gibson stated she would say yes you can change that plan. County Attorney Murphy stated that is why you vote on it every year. Commissioner Harris stated if you take the plan and your company continues to offer the plan can you go back into the open enrollment because you just took 40% of the premium away from them. HR Director Gibson stated you can during open enrollment. Commissioner Adkison stated he encourages this committee to move this forward. Commissioner Sumners stated he would support the 40% if the spouse is eligible at their job then they have to take insurance at their job and not at Maury County. HR Director Gibson stated you can charge a spouse a surcharge if they are eligible for insurance somewhere else. Commissioner Shackelford stated he is not for providing double coverage. Commissioner Shackelford stated he feels like they should put some kind of surcharge on there. Commissioner Shackelford stated in the marketplace you are looking at much higher deductibles in the private industry. Commissioner Stephenson stated what concerns her is the instability of insurance. Commissioner Stephenson asked what if that number does go up to 60, 80 or 100 and the deductibles go up and co pays go up and out of pocket goes up and premiums go up. Commissioner Stephenson stated a pay increase is something that she would support and it is probably long overdue. Commissioner Stephenson stated she doesn't have any problem forwarding this to the full commission so that everyone can participate in this discussion. Commissioner Stovall stated he believes they should move this forward to the full commission. Commissioner Previti asked HR Director Gibson about the fee if a spouse or family member had coverage where they were at and they chose Maury County's coverage. Commissioner Previti asked how much would that fee be. HR Director Gibson stated you can set that fee. Commissioner Previti stated he would encourage this commission make a further amendment to add that fee to this. Commissioner Evans stated if it would make people be more comfortable then if this goes forward they could add it Tuesday night and Commissioner Evans would support the surcharge. Commissioner Sumners stated he never said he would support a surcharge. Commissioner Sumners stated he would support ineligibility of a spouse not a surcharge. Commissioner Wolaver stated he

feels that if the commission does this we are going to be spending dollars that are needed in other areas. Chairman Burkhalter stated the amendment is to increase Maury County's insurance the County's portion by 40% on dependent coverage. Chairman Burkhalter stated that motion was made by Commissioner Evans and seconded by Commission Shackelford. Chairman Burkhalter called for the vote. Commissioner Wolaver no, Commissioner Parker, no, Commissioner Evans, yes, Commissioner Cook, no Chairman Burkhalter yes, Commissioner Shackelford, yes. Motion fails. Chairman Burkhalter stated he would now go to the original motion to send this on to the full commission as the resolution stated. Chairman Burkhalter called for the vote. The vote was 5-1. It will be passed on to the full commission.

- H. Res. No. 02-16-28- Resolution Approving Health Insurance Option for County Commissioners.** County Attorney Murphy stated there may be some issues with this particular resolution from the standpoint of audit because when the RFP went out it went out with the current demographics of the County employees so by adding additional potential covered individuals you may be changing your demographics. HR Director Gibson stated she did not know the potential increase but she did receive an E-Mail from Aetna and he stated since this is a change from what they initially quoted they would have to run everything back through underwriting for review. It is possible the addition will increase the rates that the demographics will be different versus the census that they used to quote the case. In addition their quote requires an employer contribution of at least 75% of the employee only rate and that is how they rated the case. HR Director Gibson stated she had not asked them at this point to run that back through underwriting until HR Director Gibson receives direction from the commission. HR Director Gibson stated she had heard from 2 commissioners that may be interested. Commissioner Evans made a motion to Approve. Seconded by Commissioner Cook. Commissioner Shackelford stated when you send in a census it is just a snapshot today and companies know that. County Attorney Murphy stated the other potential component that you have is you could have another bidder that would come in and say that you changed your proposal and they could sue you for saying you've got the wrong proposal. County Attorney Murphy stated his recommendation is to look at this as an option next year and add it in to another RFP. Purchasing Agent Harlan stated he would like to offer one suggestion that came from one of the auditors. Purchasing Agent Harlan stated the issue the auditor had was the scope of the RFP was being changed after the fact and all the other companies did not have the opportunity to include that. The auditor suggested to separate it from the employee package and go after just a package for the commission as an entirely separate RFP or if there are only a few individuals on the commission that wants it then it might be something that can be price quoted as opposed to doing a formal RFP and keep it separated. Commissioner Shackelford stated other than employee salaries it is the number one expenditure. Commissioner Previti asked HR Director Gibson when she did her census was that number based on current employees on hand or based on positions in the county. HR Director Gibson stated it was based on current employees at that time. Commissioner Previti asked how many open positions does the county have at this time. HR Director Gibson stated the county lost 8 positions at the Sheriff's Department last month and HR Director Gibson had an opening in her office and there are a few other openings. Commissioner Previti stated that once those

positions were not in the census so the insurance company does not know those people do not exist yet however those are positions that are open and if they are hired they are offered the insurance benefit at that same cost. Commissioner Previti asked how this was any different than adding a person. HR Director Gibson stated she would have to go back and look at what her census was because she didn't include commissioners in the initial census and the other issue is because the county group was classed and sent to underwriting based on incident that the county would be paying at least 75% of the employee coverage. HR Director Gibson stated she has to send a census on all the full time employees that Maury County has. HR Director Gibson stated that even though an employee has waived current insurance coverage she still sends census on that person so that they know that person could change jobs. Commissioner Stephenson stated the committee might want to consider postponing this option until next year when it could be added in with the RFP. Commissioner Potts stated when the commission looks at our budget and you look at employee increase in salary that they take it as serious as they did tonight. County Attorney Murphy stated if this resolution were to pass the commission would have to look at current Maury County policy that has insurance is available for full time employees and is not available for elected officials that are not full time employees. County Attorney Murphy stated if this passed HR Director Gibson will be back at the Administration Committee next month with the policy changes. There were no lights. Chairman Burkhalter called for the vote. Commissioner Wolaver no, Commissioner Parker no, Commissioner Evans no, Commissioner Cook no, Chairman Burkhalter no, Commissioner Shackelford no. Motion fails 0-6. Chairman Burkhalter stated maybe this is something that can be worked on for next year.

- I. **Res. No. 02-16-31-Resolution Approving For Tennessee Department of Economic and Community Development Grant For the Benefit Of the City of Columbia.** Commissioner Shackelford made a motion to Approve. Seconded by Commissioner Wolaver. There were no lights. All in favor. Motion Approved 6-0.
- J. **Res. No. 02-16-32-Resolution Approving Additional SBPG Grant Funds for Maury County Archives Department.** Commissioner Evans made a motion to Approve. Seconded by Commissioner Cook. There were no lights. All in favor. Motion Approved 6-0.

XII. New Business:

- A. **Minute Taking for Budget Committee:** Chairman Burkhalter stated that last month the Budget Department takes up to 3 days to do the minutes and then the minutes are reviewed. Chairman Burkhalter stated that is way too long. Chairman Burkhalter stated he thinks the minutes need to be summarized and give them time to work on other projects. Commissioner Shackelford stated that it is not uncommon for Elaine Wells to work on the full commission minutes several hours and because she is in a separate office now and less distractions she can get them out a lot quicker. Commissioner Shackelford stated that possibly there can be a happy medium between verbatim and paraphrasing. Commissioner Shackelford stated they need to be cut down. Commissioner Shackelford stated he would cut a little at a time. Commissioner Wolaver stated the committee has to

decide are they going to keep the minutes of the meetings or are they going to keep the minutes of the meetings on what someone thinks is important about the meeting. Commissioner Wolaver stated it would be okay for someone to do this and summarize. Commissioner Wolaver stated you either keep the minutes of the meeting or you don't. Commissioner Cook stated she looks forward to this coming up this next budget session and she believes the minutes are extremely important however she looks forward to looking to some ways to reduce because she doesn't think County employees should be spending three days out of their time doing these minutes. Commissioner Cook stated she looked forward to addressing this in the budget session. Commissioner Cook stated she believed there was software out there or possibly hire a part time person to take the minutes to alleviate the departments. The minutes need to be done and they need to be precise. Director Weber stated she wanted to remind everyone that she is the Secretary of the Budget Committee and therefore these minutes do go through her office. Director Weber stated her secretary does her minutes and she took it away from Mr. Lukonen to alleviate time on him. Commissioner Previti asked that the Mayor's personnel helps out with the other committee meetings and he was wondering how much in comp. time that is costing us if they were to hire a part time person to do all minutes for all meetings. Commissioner Sumners stated there is software that can be done and there needs to be a uniform agenda for each committee so that there is no confusion during the meeting or possibly hiring a part time employee to prepare the agendas and take the minutes for every meeting. Commissioner Sumners thinks those are two viable options that should be looked at. Commissioner Sumners stated it should be decided whether you are going to do action minutes or if you are going to do verbatim minutes. Commissioner Stephenson stated she understood the Director of the Budget Department made the decision to do the minutes the way they are done and also when she talked to the Budget Department they said they prefer to do the minutes themselves so there is no concern about figures being recorded in error. Commissioner Stephenson stated she knows in regard to the audit committee the minutes have to be done separate from management. Commissioner Stephenson stated she had used the software to do minutes and it still took her about nine hours. Commissioner Stephenson stated she thinks the commission needs to be cautious in regard to both the minutes of the audit committee and the minutes of the budget office. Commissioner Stephenson stated in terms of the figures they have to make sure they are accurate. Commissioner Stephenson stated she thinks the minutes should be continued to be done by the budget department and done the way they want to do them. Commissioner Evans asked if there was a recorded record of the minutes. Chairman Burkhalter stated yes. Commissioner Evans stated as long as you have a good summary verbatim is too expensive and too much time. Commissioner Evans asked if you have a verbatim recorded copy why you need to write it. Director Weber stated the minutes are official and they have to be there. Director Weber stated there are times when she goes back and checks on previous minutes. Director Weber stated in our particular committee there are a lot of numbers there are a lot of different opinions and Director Weber stated when she became Director that is how it was done. Commissioner Evans asked County Attorney Murphy why they keep a recorded copy if you are going to go back to the paper copy. County Attorney Murphy stated the official records are the minutes and if something came up in the future you can go back and amend those minutes from the recording. County Attorney Murphy stated he believes the recordings are kept 6 to 7 years.

Commissioner Stephenson stated the minutes that are voted on, approved and signed are the official record. Chairman Burkhalter stated that possibly during the budgeting process they can come up with a plan to possibly hire someone part time to do the minutes for everybody. County Attorney Murphy stated that Mr. Allen's office has to keep the minutes for the County Commission. County Attorney Murphy stated for the committee you can hire someone.

XIII. Old Business

A. GFOA- Theresa Weber-Director Weber stated she has been doing research and she needs to do more research from what Director Weber understands with GFOA Director Weber will have to get certified and get some more initials behind her name. The County does not get certified. It would be Director Weber that gets certified. Director Weber stated that getting certified the only thing this would do is after the audit is done then the paperwork would be sent to these other people and from their they would give the County an award if they look good. The County would join the membership which is \$150.00 initially. Director Weber stated she kept asking them if she gets this designation what classes does she take. Director Weber stated they couldn't tell her. Director Weber stated she does not see a cost benefit and Director Weber stated she would do more research and get some numbers and Director Weber stated if the commission wanted her to do this she would. Commissioner Cook stated she appreciated everything that she does. The GFOA presentation was information that she had received from the Comptroller's office, Jerry Durham the local government rep. Mr. Durham advised Commissioner Cook the biggest benefit to the County would be an increase in the County's credit rating. Director Weber stated it is the cost benefit to her. Director Weber stated she needs to get some more information on this. Commissioner Cook stated that at last month's budget committee meeting Chairman Harris sent a directive for Director Weber to pursue this with the help of two intelligent women in our county that works in Finance. Patti Amorello with the City and Kelley McCall with CPWS and Director Weber stated she had spoken to both of those ladies about this and they were very excited and they are ready for Director Weber to give them a call which is the directive that Chairman Harris asked for Director Weber to do. Commissioner Cook stated they have a template already in place and all that Director Weber will have to do is request their assistance and they are excited to help Director Weber with that template. Commissioner Cook stated it would benefit the County and it would benefit Director Weber and the entire department. Commissioner Cook stated she would implore Director Weber to listen to the directive that Budget Chairman has issued to reach out to Patti and Kelley. Commissioner Cook stated she had spoken to them today and they had not heard from them at all. Director Weber stated she has e-mails from Kelli where she has been contacting with her and Director Weber stated she would take copies of them and she will e-mail them out. Commissioner Cook stated she would just encourage Director Weber to reach out to them and she begged Director Weber to do what Chairman Harris had requested her to do. Commissioner Cook stated the County could borrow money at a lesser rate. Director Weber stated she would forward the e-mail to her and Director Weber stated she would get more information on this and she would let the committee know. Chairman Burkhalter stated he would put this on the agenda for next month under Old Business Commissioner Harris asked Director Weber was the designation to you or the County. Director Weber replied it was to her.

Director Weber stated she is currently doing classes through CTAS to get her Certified Public Officers through CTAS. Director Weber stated she has to have 40 hours because she is a CPA so there is a lot of redundancy in what she has to do. Director Weber stated she is trying to get all the cost of what has to be done not just the final products. Commissioner Previti stated looking at the GFOA website it would certify Director Weber. Chairman Burkhalter stated he would ask to bring back information for next month's meeting.

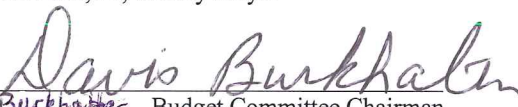
XIV. Announcements

- A. County Commission Regular Meeting, Tuesday February, 16th, 2016 at 6:30 P.M. Tom Primm County Commission Room, Hunter-Matthews Complex. Public Hearing will take place before the Commission meeting at 6:00 P.M.
- B. Commissioner Shackelford announced that he sent an e-mail to everybody. There will be a meeting Friday morning, State Eggs and Issues at the Memorial Building at 6:45 A.M. You will need to RSVP Maury Alliance if you plan to attend

XIII. Adjournment:

- A. Motion was made to adjourn at 7:30 P.M.

APPROVED 
Charlie Norman, Jr., County Mayor

SIGNED 
Davis Burkhalter, Budget Committee Chairman